

Safety Attribute Inspection (SAI) Data Collection Tool
1.3.3 Maintenance Facility / Main Maintenance Base (AW)

ELEMENT SUMMARY INFORMATION

Purpose of This Element (Certificate Holder's responsibility):

- To ensure that competent personnel and adequate facilities and equipment are provided for the proper performance of maintenance, preventive maintenance and alterations.

Objective (FAA oversight responsibility):

- To determine if the Certificate Holder Maintenance Facility / Main Maintenance Base process meets all applicable requirements of the Federal Aviation Regulations and FAA policies.
- To determine if the Certificate Holder's Maintenance Facility / Main Maintenance Base process incorporates the System Safety Attributes.
- To identify any shortfalls in the Certificate Holder's manual Maintenance Facility / Main Maintenance Base process.

Specific Instructions:

- Intentionally left blank

SUPPLEMENTAL INFORMATION

Specific Regulatory Requirements (SRRs):

- SRRs:
 - 119.47(a)
 - 119.47(b)
 - 121.105
 - 121.123
 - 121.135(a)(1)
 - 121.135(b)(1)
 - 121.135(b)(2)
 - 121.135(b)(3)
 - 121.367(b)

Related CFRs & FAA Policy/Guidance:

- Related CFRs:
 - Intentionally left blank

- FAA Policy/Guidance:
Intentionally Left Blank

SAI SECTION 1 – PROCEDURES ATTRIBUTE

Objective: Procedures, instructions, and information contained in the certificate holder's manual are documented methods for accomplishing a process. Policies contained in the certificate holder's manual should establish the certificate holder's compliance posture. Policies may not be stand-alone statements but may be imbedded within procedures, instructions, or information regarding a particular regulatory requirement. The questions in this section of the data collection tool (DCT) are designed to assist the inspector in determining if the certificate holder's manual has documented or prescribed methods of accomplishing the process requirements that provide answers to the associated questions regarding who, what, when, where and how. This section contains policy questions, procedural questions, and instructional or informational questions pertaining to various types of certificate holder requirements such as actions, prohibitions, or resources (i.e., personnel, facilities, equipment, technical data, etc.).

Tasks

To meet this objective, the inspector must accomplish the following tasks:

- 1 Review the information listed in the Supplemental Information section of this data collection tool.
- 2 Review the duties and responsibilities for management and other personnel identified by the Certificate Holder who accomplish the Maintenance Facility / Main Maintenance Base process.
- 3 Review the Certificate Holder's manual to ensure that it contains policies, procedures, instructions and information necessary for the Maintenance Facility / Main Maintenance Base process.

Questions

To meet this objective, the inspector must answer the following questions:

1. Does the Certificate Holder's manual content meet the specific regulatory and FAA policy requirements for a Maintenance Facility / Main Maintenance Base process:
 - 1.1 Does the Certificate Holder's manual contain general policies for the Maintenance Facility / Main Maintenance Base process that comply with the specific regulatory requirements?
SRRs: 119.47(a); 119.47(b); 121.105; 121.123; 121.135(b)(1); 121.367(b)

Related Design JTIs:
 1. Check that the Certificate Holder's manual, who's main maintenance base is located at the same location as the principal base of operations, contains a general policy that 14 CFR 119.47(a) allows them to establish a main maintenance base located at the same location as the principal base of operations. 1).
Sources: 121.135(b)(1); 119.47(a)
Interfaces: 3.1.4–op
 2. Check that the Certificate Holder's manual who's main maintenance base is located at a separate location from the principal base of operations contains a general policy, that 14CFR 119.47 (a) allows them to establish a main maintenance base located at a separate location from the principal base of operations.
Sources: 121.135(b)(1); 119.47(a)
Interfaces: 3.1.4–op

☐ Yes

☐ No, Explain

1.2 Does the Certificate Holder's manual cite the regulatory requirements listed in the Supplemental Information section of this SAI? SRRs: 121.135(b)(3)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.3 Does the Certificate Holder's manual contain the duties and responsibilities for personnel who will accomplish the Maintenance Facility / Main Maintenance Base process? SRRs: 121.135(b)(2)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.4 Does the Certificate Holder's manual include instructions and information for personnel to meet the requirements of the Maintenance Facility / Main Maintenance Base process? SRRs: 121.135(a)(1)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.5 Does the Certificate Holder's manual address the requirement for its concerned personnel to notify the certificate–holding district office 30 days before it proposes to establish or change the location of its main maintenance base? SRRs: 119.47(b) <i>Related Design JTIs:</i> 1. Check that the Certificate Holder's manual includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility of providing written notification to the certificate–holding district office at least 30 days before it proposes to establish its main maintenance base. <i>Sources:</i> 121.135(a)(1); 119.47(b) <i>Interfaces:</i> 3.1.4–op 2. Check that the Certificate Holder's manual includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility of providing written notification to the certificate–holding district office at least 30 days before it proposes to change its main maintenance base. <i>Sources:</i> 121.135(a)(1); 119.47(b) <i>Interfaces:</i> 3.1.4–op	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.6 Does the Certificate Holder's inspection program contain instructions and information necessary to ensure that competent personnel and adequate facilities and equipment are provided for the proper performance of maintenance, preventive maintenance, and alterations? SRRs: 121.135(a)(1); 121.367(b) <i>Related Design JTIs:</i> 1. Check that the Certificate Holder's manual contains a inspection program that includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility of showing how it ensures competent personnel are provided for the proper performance of maintenance. <i>Sources:</i> 121.135(a)(1); 121.367(b) <i>Interfaces:</i> 1.3.1–aw; 1.3.2–aw; 1.3.4–aw; 1.3.7–aw; 3.1.4–op; 7.1.6–aw 2. Check that the Certificate Holder's manual contains a inspection program that includes instructions and information	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

necessary to allow personnel concerned to perform the duty and responsibility of showing how it ensures competent personnel are provided for the proper performance of preventive maintenance.

Sources: 121.135(a)(1); 121.367(b)

Interfaces: 1.3.1-aw; 1.3.2-aw; 1.3.4-aw; 1.3.7-aw; 3.1.4-op; 7.1.6-aw

3. Check that the Certificate Holder's manual contains a inspection program that includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility of showing how it ensures competent personnel are provided for the proper performance of alterations.

Sources: 121.135(a)(1); 121.367(b)

Interfaces: 1.3.1-aw; 1.3.2-aw; 1.3.4-aw; 1.3.7-aw; 3.1.4-op; 7.1.6-aw

4. Check that the Certificate Holder's manual contains a inspection program that includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility of showing how it ensures adequate facilities are provided for the proper performance of maintenance.

Sources: 121.135(a)(1); 121.367(b)

Interfaces: 1.3.1-aw; 1.3.2-aw; 1.3.4-aw; 1.3.7-aw; 3.1.4-op; 7.1.6-aw

5. Check that the Certificate Holder's manual contains a inspection program that includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility of showing how it ensures adequate facilities are provided for the proper performance of preventive maintenance.

Sources: 121.135(a)(1); 121.367(b)

Interfaces: 1.3.1-aw; 1.3.2-aw; 1.3.4-aw; 1.3.7-aw; 3.1.4-op; 7.1.6-aw

6. Check that the Certificate Holder's manual contains a inspection program that includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility of showing how it ensures adequate facilities are provided for the proper performance of alterations.

Sources: 121.135(a)(1); 121.367(b)

Interfaces: 1.3.1-aw; 1.3.2-aw; 1.3.4-aw; 1.3.7-aw; 3.1.4-op; 7.1.6-aw

7. Check that the Certificate Holder's manual contains a inspection program that includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility of showing how it ensures equipment is provided for the proper performance of maintenance.

Sources: 121.135(a)(1); 121.367(b)

Interfaces: 1.3.1-aw; 1.3.2-aw; 1.3.4-aw; 1.3.7-aw;

<p>3.1.4–op; 7.1.6–aw</p> <p>8. Check that the Certificate Holder's manual contains inspection program that includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility of showing how it ensures equipment is provided for the proper performance of preventive maintenance. <i>Sources:</i> 121.135(a)(1); 121.367(b) <i>Interfaces:</i> 1.3.1–aw; 1.3.2–aw; 1.3.4–aw; 1.3.7–aw; 3.1.4–op; 7.1.6–aw</p> <p>9. Check that the Certificate Holder's manual contains inspection program that includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility of showing how it ensures equipment is provided for the proper performance of alterations. <i>Sources:</i> 121.135(a)(1); 121.367(b) <i>Interfaces:</i> 1.3.1–aw; 1.3.2–aw; 1.3.4–aw; 1.3.7–aw; 3.1.4–op; 7.1.6–aw</p>	
<p>1.7 Does the Certificate Holder's program covering other maintenance, preventive maintenance, and alterations contain instructions and information necessary to ensure that competent personnel and adequate facilities and equipment are provided for the proper performance of maintenance, preventive maintenance, and alterations? SRRs: 121.135(a)(1); 121.367(b)</p> <p><i>Related Design JTIs:</i></p> <p>1. Check that the Certificate Holder's manual contains a program covering other maintenance that includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility of showing how it ensures competent personnel are provided for the proper performance of maintenance. <i>Sources:</i> 121.135(a)(1); 121.367(b) <i>Interfaces:</i> 1.3.1–aw; 1.3.2–aw; 1.3.4–aw; 1.3.7–aw; 3.1.4–op; 7.1.6–aw</p> <p>2. Check that the Certificate Holder's manual contains a program covering other maintenance that includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility of showing how it ensures competent personnel are provided for the proper performance of preventive maintenance. <i>Sources:</i> 121.135(a)(1); 121.367(b) <i>Interfaces:</i> 1.3.1–aw; 1.3.2–aw; 1.3.4–aw; 1.3.7–aw; 3.1.4–op; 7.1.6–aw</p> <p>3. Check that the Certificate Holder's manual contains a program covering other maintenance that includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility of showing how it ensures competent personnel are provided for the proper performance of alterations. <i>Sources:</i> 121.135(a)(1); 121.367(b) <i>Interfaces:</i> 1.3.1–aw; 1.3.2–aw; 1.3.4–aw; 1.3.7–aw; 3.1.4–op;</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No, Explain</p>

- 7.1.6–aw
4. Check that the Certificate Holder's manual contains a program covering other maintenance that includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility of showing how it ensures adequate facilities are provided for the proper performance of maintenance.
Sources: 121.135(a)(1); 121.367(b)
Interfaces: 1.3.1–aw; 1.3.2–aw; 1.3.4–aw; 1.3.7–aw; 3.1.4–op; 7.1.6–aw
 5. Check that the Certificate Holder's manual contains a program covering other maintenance that includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility of showing how it ensures adequate facilities are provided for the proper performance of preventive maintenance.
Sources: 121.135(a)(1); 121.367(b)
Interfaces: 1.3.1–aw; 1.3.2–aw; 1.3.4–aw; 1.3.7–aw; 3.1.4–op; 7.1.6–aw
 6. Check that the Certificate Holder's manual contains a program covering other maintenance that includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility of showing how it ensures adequate facilities are provided for the proper performance of alterations.
Sources: 121.135(a)(1); 121.367(b)
Interfaces: 1.3.1–aw; 1.3.2–aw; 1.3.4–aw; 1.3.7–aw; 3.1.4–op; 7.1.6–aw
 7. Check that the Certificate Holder's manual contains a program covering other maintenance that includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility of showing how it ensures equipment is provided for the proper performance of maintenance.
Sources: 121.135(a)(1); 121.367(b)
Interfaces: 1.3.1–aw; 1.3.2–aw; 1.3.4–aw; 1.3.7–aw; 3.1.4–op; 7.1.6–aw
 8. Check that the Certificate Holder's manual contains a program covering other maintenance that includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility of showing how it ensures equipment is provided for the proper performance of preventive maintenance.
Sources: 121.135(a)(1); 121.367(b)
Interfaces: 1.3.1–aw; 1.3.2–aw; 1.3.4–aw; 1.3.7–aw; 3.1.4–op; 7.1.6–aw
 9. Check that the Certificate Holder's manual contains a program covering other maintenance that includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility of showing how it ensures equipment is provided for the proper performance of alterations.
Sources: 121.135(a)(1); 121.367(b)
Interfaces: 1.3.1–aw; 1.3.2–aw; 1.3.4–aw; 1.3.7–aw; 3.1.4–op; 7.1.6–aw
 - 10.

Check that the Certificate Holder's manual contains a program covering preventive maintenance that includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility of showing how it ensures competent personnel are provided for the proper performance of maintenance.

Sources: 121.135(a)(1); 121.367(b)

Interfaces: 1.3.1-aw; 1.3.2-aw; 1.3.4-aw; 1.3.7-aw; 3.1.4-op; 7.1.6-aw

11. Check that the Certificate Holder's manual contains a program covering preventive maintenance that includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility of showing how it ensures competent personnel are provided for the proper performance of preventive maintenance.
Sources: 121.135(a)(1); 121.367(b)
Interfaces: 1.3.1-aw; 1.3.2-aw; 1.3.4-aw; 1.3.7-aw; 3.1.4-op; 7.1.6-aw
12. Check that the Certificate Holder's manual contains a program covering preventive maintenance that includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility of showing how it ensures competent personnel are provided for the proper performance of alterations.
Sources: 121.135(a)(1); 121.367(b)
Interfaces: 1.3.1-aw; 1.3.2-aw; 1.3.4-aw; 1.3.7-aw; 3.1.4-op; 7.1.6-aw
13. Check that the Certificate Holder's manual contains a program covering preventive maintenance that includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility of showing how it ensures adequate facilities are provided for the proper performance of maintenance.
Sources: 121.135(a)(1); 121.367(b)
Interfaces: 1.3.1-aw; 1.3.2-aw; 1.3.4-aw; 1.3.7-aw; 3.1.4-op; 7.1.6-aw
14. Check that the Certificate Holder's manual contains a program covering preventive maintenance that includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility of showing how it ensures adequate facilities are provided for the proper performance of preventive maintenance.
Sources: 121.135(a)(1); 121.367(b)
Interfaces: 1.3.1-aw; 1.3.2-aw; 1.3.4-aw; 1.3.7-aw; 3.1.4-op; 7.1.6-aw
15. Check that the Certificate Holder's manual contains a program covering preventive maintenance that includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility of showing how it ensures adequate facilities are provided for the proper performance of alterations.
Sources: 121.135(a)(1); 121.367(b)
Interfaces: 1.3.1-aw; 1.3.2-aw; 1.3.4-aw; 1.3.7-aw; 3.1.4-op; 7.1.6-aw

16.

Check that the Certificate Holder's manual contains a a program covering preventive maintenance that includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility of showing how it ensures equipment is provided for the proper performance of maintenance.

Sources: 121.135(a)(1); 121.367(b)

Interfaces: 1.3.1-aw; 1.3.2-aw; 1.3.4-aw; 1.3.7-aw; 3.1.4-op; 7.1.6-aw

17. Check that the Certificate Holder's manual contains a a program covering preventive maintenance that includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility of showing how it ensures equipment is provided for the proper performance of preventive maintenance.

Sources: 121.135(a)(1); 121.367(b)

Interfaces: 1.3.1-aw; 1.3.2-aw; 1.3.4-aw; 1.3.7-aw; 3.1.4-op; 7.1.6-aw

18. Check that the Certificate Holder's manual contains a program covering preventive maintenance that includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility of showing how it ensures equipment is provided for the proper performance of alterations.

Sources: 121.135(a)(1); 121.367(b)

Interfaces: 1.3.1-aw; 1.3.2-aw; 1.3.4-aw; 1.3.7-aw; 3.1.4-op; 7.1.6-aw

19. Check that the Certificate Holder's manual contains a program covering alterations that includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility of showing how it ensures competent personnel are provided for the proper performance of maintenance.

Sources: 121.135(a)(1); 121.367(b)

Interfaces: 1.3.1-aw; 1.3.2-aw; 1.3.4-aw; 1.3.7-aw; 3.1.4-op; 7.1.6-aw

20. Check that the Certificate Holder's manual contains a program covering alterations that includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility of showing how it ensures competent personnel are provided for the proper performance of preventive maintenance.

Sources: 121.135(a)(1); 121.367(b)

Interfaces: 1.3.1-aw; 1.3.2-aw; 1.3.4-aw; 1.3.7-aw; 3.1.4-op; 7.1.6-aw

21. Check that the Certificate Holder's manual contains a program covering alterations that includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility of showing how it ensures competent personnel are provided for the proper performance of alterations.

Sources: 121.135(a)(1); 121.367(b)

Interfaces: 1.3.1-aw; 1.3.2-aw; 1.3.4-aw; 1.3.7-aw; 3.1.4-op; 7.1.6-aw

22. Check that the Certificate Holder's manual contains a program covering alterations that includes instructions and information

necessary to allow personnel concerned to perform the duty and responsibility of showing how it ensures adequate facilities are provided for the proper performance of maintenance.

Sources: 121.135(a)(1); 121.367(b)

Interfaces: 1.3.1–aw; 1.3.2–aw; 1.3.4–aw; 1.3.7–aw; 3.1.4–op; 7.1.6–aw

23. Check that the Certificate Holder's manual contains a program covering alterations that includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility of showing how it ensures adequate facilities are provided for the proper performance of preventive maintenance.
Sources: 121.135(a)(1); 121.367(b)
Interfaces: 1.3.1–aw; 1.3.2–aw; 1.3.4–aw; 1.3.7–aw; 3.1.4–op; 7.1.6–aw
24. Check that the Certificate Holder's manual contains a program covering alterations that includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility of showing how it ensures adequate facilities are provided for the proper performance of alterations.
Sources: 121.135(a)(1); 121.367(b)
Interfaces: 1.3.1–aw; 1.3.2–aw; 1.3.4–aw; 1.3.7–aw; 3.1.4–op; 7.1.6–aw
25. Check that the Certificate Holder's manual contains a a program covering alterations that includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility of showing how it ensures equipment is provided for the proper performance of maintenance.
Sources: 121.135(a)(1); 121.367(b)
Interfaces: 1.3.1–aw; 1.3.2–aw; 1.3.4–aw; 1.3.7–aw; 3.1.4–op; 7.1.6–aw
26. Check that the Certificate Holder's manual contains a a program covering alterations that includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility of showing how it ensures equipment is provided for the proper performance of preventive maintenance.
Sources: 121.135(a)(1); 121.367(b)
Interfaces: 1.3.1–aw; 1.3.2–aw; 1.3.4–aw; 1.3.7–aw; 3.1.4–op; 7.1.6–aw
27. Check that the Certificate Holder's manual contains a a program covering alterations that includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility of showing how it ensures equipment is provided for the proper performance of alterations.
Sources: 121.135(a)(1); 121.367(b)
Interfaces: 1.3.1–aw; 1.3.2–aw; 1.3.4–aw; 1.3.7–aw; 3.1.4–op; 7.1.6–aw

<p>1.8 Does the Certificate Holder's manual specify how the Certificate Holder will show that competent personnel and adequate facilities and equipment (including spare parts and materials) are provided along the Certificate Holder's route as are necessary for the proper maintenance and preventive maintenance of airplanes and auxiliary equipment used in domestic or flag operations? SRRs: 121.105; 121.135(a)(1)</p> <p><i>Related Design JTIs:</i></p> <ol style="list-style-type: none"> 1. Check that the manual of the Certificate Holder who is conducting Domestic or Flag operations includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility of showing that competent personnel are available, at such points along the Certificate Holder's route as are necessary, for the proper maintenance of auxiliary equipment. <i>Sources:</i> 121.135(a)(1); 121.105 <i>Interfaces:</i> 1.3.1-aw; 1.3.10-aw; 1.3.16-aw; 5.1.1-aw; 5.1.5-op; 5.1.6-op 2. Check that the manual of the Certificate Holder who is conducting Domestic or Flag operations includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility of showing that competent personnel are available, at such points along the Certificate Holder's route as are necessary, for the proper preventive maintenance of airplanes. <i>Sources:</i> 121.135(a)(1); 121.105 <i>Interfaces:</i> 1.3.1-aw; 1.3.10-aw; 1.3.16-aw; 5.1.1-aw; 5.1.5-op; 5.1.6-op 3. Check that the manual of the Certificate Holder who is conducting Domestic or Flag operations includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility of showing that competent personnel are available, at such points along the Certificate Holder's route as are necessary, for the proper preventive maintenance of auxiliary equipment. <i>Sources:</i> 121.135(a)(1); 121.105 <i>Interfaces:</i> 1.3.1-aw; 1.3.10-aw; 1.3.16-aw; 5.1.1-aw; 5.1.5-op; 5.1.6-op 4. Check that the manual of the Certificate Holder who is conducting Domestic or Flag operations includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility of showing that adequate facilities are available, at such points along the Certificate Holder's route as are necessary, for the proper servicing of airplanes. <i>Sources:</i> 121.135(a)(1); 121.105 <i>Interfaces:</i> 1.3.1-aw; 1.3.10-aw; 1.3.16-aw; 5.1.1-aw; 5.1.5-op; 5.1.6-op 5. Check that the manual of the Certificate Holder who is conducting Domestic or Flag operations includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility of showing that adequate facilities are available, at such points along the Certificate Holder's route as are necessary, for the proper servicing of auxiliary equipment. 	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No, Explain</p> <p><input type="checkbox"/> Not Applicable</p>
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- Sources:* 121.135(a)(1); 121.105
Interfaces: 1.3.1–aw; 1.3.10–aw; 1.3.16–aw; 5.1.1–aw; 5.1.5–op; 5.1.6–op
6. Check that the manual of the Certificate Holder who is conducting Domestic or Flag operations includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility of showing that adequate facilities are available, at such points along the Certificate Holder's route as are necessary, for the proper maintenance of airplanes.
Sources: 121.135(a)(1); 121.105
Interfaces: 1.3.1–aw; 1.3.10–aw; 1.3.16–aw; 5.1.1–aw; 5.1.5–op; 5.1.6–op
 7. Check that the manual of the Certificate Holder who is conducting Domestic or Flag operations includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility of showing that adequate facilities at such points along the Certificate Holder's route as are necessary for the proper maintenance of auxiliary equipment.
Sources: 121.135(a)(1); 121.105
Interfaces: 1.3.1–aw; 1.3.10–aw; 1.3.16–aw; 5.1.1–aw; 5.1.5–op; 5.1.6–op
 8. Check that the manual of the Certificate Holder who is conducting Domestic or Flag operations includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility of showing that adequate facilities are available, at such points along the Certificate Holder's route as are necessary, for the proper preventive maintenance of airplanes.
Sources: 121.135(a)(1); 121.105
Interfaces: 1.3.1–aw; 1.3.10–aw; 1.3.16–aw; 5.1.1–aw; 5.1.5–op; 5.1.6–op
 9. Check that the manual of the Certificate Holder who is conducting Domestic or Flag operations includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility of showing that adequate facilities are available, at such points along the Certificate Holder's route as are necessary, for the proper preventive maintenance of auxiliary equipment.
Sources: 121.135(a)(1); 121.105
Interfaces: 1.3.1–aw; 1.3.10–aw; 1.3.16–aw; 5.1.1–aw; 5.1.5–op; 5.1.6–op
 10. Check that the manual of the Certificate Holder who is conducting Domestic or Flag operations includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility of showing that equipment (including spare parts, supplies, and materials) is available, at such points along the Certificate Holder's route as are necessary, for the proper servicing of airplanes.
Sources: 121.135(a)(1); 121.105
Interfaces: 1.3.1–aw; 1.3.10–aw; 1.3.16–aw; 5.1.1–aw; 5.1.5–op; 5.1.6–op
 - 11.

Check that the manual of the Certificate Holder who is conducting Domestic or Flag operations includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility of showing that equipment (including spare parts, supplies, and materials) is available, at such points along the Certificate Holder's route as are necessary, for the proper servicing of auxiliary equipment.

Sources: 121.135(a)(1); 121.105

Interfaces: 1.3.1–aw; 1.3.10–aw; 1.3.16–aw; 5.1.1–aw; 5.1.5–op; 5.1.6–op

12. Check that the manual of the Certificate Holder who is conducting Domestic or Flag operations includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility of showing that equipment (including spare parts, supplies, and materials) is available, at such points along the Certificate Holder's route as are necessary, for the proper maintenance of airplanes.
Sources: 121.135(a)(1); 121.105
Interfaces: 1.3.1–aw; 1.3.10–aw; 1.3.16–aw; 5.1.1–aw; 5.1.5–op; 5.1.6–op
13. Check that the manual of the Certificate Holder who is conducting Domestic or Flag operations includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility of showing that equipment (including spare parts, supplies, and materials) is available, at such points along the Certificate Holder's route as are necessary, for the proper maintenance of auxiliary equipment.
Sources: 121.135(a)(1); 121.105
Interfaces: 1.3.1–aw; 1.3.10–aw; 1.3.16–aw; 5.1.1–aw; 5.1.5–op; 5.1.6–op
14. Check that the manual of the Certificate Holder who is conducting Domestic or Flag operations includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility of showing that equipment (including spare parts, supplies, and materials) is available, at such points along the Certificate Holder's route as are necessary, for the proper preventive maintenance of airplanes.
Sources: 121.135(a)(1); 121.105
Interfaces: 1.3.1–aw; 1.3.10–aw; 1.3.16–aw; 5.1.1–aw; 5.1.5–op; 5.1.6–op
15. Check that the the manual of the Certificate Holder who is conducting Domestic or Flag operations includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility of showing that equipment (including spare parts, supplies, and materials) is available, at such points along the Certificate Holder's route as are necessary, for the proper preventive maintenance of auxiliary equipment.
Sources: 121.135(a)(1); 121.105
Interfaces: 1.3.1–aw; 1.3.10–aw; 1.3.16–aw; 5.1.1–aw; 5.1.5–op; 5.1.6–op

<p>16. Check that the manual of the Certificate Holder who is conducting Domestic or Flag operations includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility of showing that competent personnel are available, at such points along the Certificate Holder's route as are necessary, for the proper maintenance of airplanes. <i>Sources:</i> 121.135(a)(1); 121.105 <i>Interfaces:</i> 1.3.1-aw; 1.3.10-aw; 1.3.16-aw; 5.1.1-aw; 5.1.5-op; 5.1.6-op</p>	
<p>1.9 Does the Certificate Holder's manual specify how the Certificate Holder will show that competent personnel and adequate facilities and equipment (including spare parts and materials) are available for the proper maintenance and preventive maintenance of aircraft and auxiliary equipment used in supplemental operations? SRRs: 121.123; 121.135(a)(1)</p> <p><i>Related Design JTIs:</i></p> <ol style="list-style-type: none"> 1. Check that the manual of the Certificate Holder who is conducting Supplemental operations includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility of showing that competent personnel are available for the proper maintenance of airplanes. <i>Sources:</i> 121.135(a)(1); 121.123 <i>Interfaces:</i> 1.3.1-aw; 1.3.10-aw; 1.3.16-aw; 5.1.1-aw; 5.1.5-op; 5.1.6-op 2. Check that the manual of the Certificate Holder who is conducting Supplemental operations includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility of showing that competent personnel are available for the proper maintenance of auxiliary equipment. <i>Sources:</i> 121.135(a)(1); 121.123 <i>Interfaces:</i> 1.3.1-aw; 1.3.10-aw; 1.3.16-aw; 5.1.1-aw; 5.1.5-op; 5.1.6-op 3. Check that the manual of the Certificate Holder who is conducting Supplemental operations includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility of showing that competent personnel are available for the proper preventive maintenance of airplanes. <i>Sources:</i> 121.135(a)(1); 121.123 <i>Interfaces:</i> 1.3.1-aw; 1.3.10-aw; 1.3.16-aw; 5.1.1-aw; 5.1.5-op; 5.1.6-op 4. Check that the manual of the Certificate Holder who is conducting Supplemental operations includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility of showing that competent personnel are available for the proper preventive maintenance of auxiliary equipment. 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable</p>

- Sources:* 121.135(a)(1); 121.123
Interfaces: 1.3.1-aw; 1.3.10-aw; 1.3.16-aw; 5.1.1-aw; 5.1.5-op; 5.1.6-op
5. Check that the manual of the Certificate Holder who is conducting Supplemental operations includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility of showing that adequate facilities are available for the proper servicing of airplanes.
Sources: 121.135(a)(1); 121.123
Interfaces: 1.3.1-aw; 1.3.10-aw; 1.3.16-aw; 5.1.1-aw; 5.1.5-op; 5.1.6-op
 6. Check that the manual of the Certificate Holder who is conducting Supplemental operations includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility of showing that adequate facilities are available for the proper servicing of auxiliary equipment.
Sources: 121.135(a)(1); 121.123
Interfaces: 1.3.1-aw; 1.3.10-aw; 1.3.16-aw; 5.1.1-aw; 5.1.5-op; 5.1.6-op
 7. Check that the manual of the Certificate Holder who is conducting Supplemental operations includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility of showing that adequate facilities are available for the proper maintenance of airplanes.
Sources: 121.135(a)(1); 121.123
Interfaces: 1.3.1-aw; 1.3.10-aw; 1.3.16-aw; 5.1.1-aw; 5.1.5-op; 5.1.6-op
 8. Check that the manual of the Certificate Holder who is conducting Supplemental operations includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility of showing that adequate facilities are available for the proper maintenance of auxiliary equipment.
Sources: 121.135(a)(1); 121.123
Interfaces: 1.3.1-aw; 1.3.10-aw; 1.3.16-aw; 5.1.1-aw; 5.1.5-op; 5.1.6-op
 9. Check that the manual of the Certificate Holder who is conducting Supplemental operations includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility of showing that adequate facilities are available for the proper preventive maintenance of airplanes.
Sources: 121.135(a)(1); 121.123
Interfaces: 1.3.1-aw; 1.3.10-aw; 1.3.16-aw; 5.1.1-aw; 5.1.5-op; 5.1.6-op
 10. Check that the manual of the Certificate Holder who is conducting Supplemental operations includes instructions

and information necessary to allow personnel concerned to perform the duty and responsibility of showing that adequate facilities are available for the proper preventive maintenance of auxiliary equipment.

Sources: 121.135(a)(1); 121.123

Interfaces: 1.3.1-aw; 1.3.10-aw; 1.3.16-aw; 5.1.1-aw; 5.1.5-op; 5.1.6-op

11. Check that the manual of the Certificate Holder who is conducting Supplemental operations includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility of showing that equipment (including spare parts, supplies, and materials) is available for the proper service of airplanes.

Sources: 121.135(a)(1); 121.123

Interfaces: 1.3.1-aw; 1.3.10-aw; 1.3.16-aw; 5.1.1-aw; 5.1.5-op; 5.1.6-op

12. Check that the manual of the Certificate Holder who is conducting Supplemental operations includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility of showing that equipment (including spare parts, supplies, and materials) is available for the proper service of auxiliary equipment.

Sources: 121.135(a)(1); 121.123

Interfaces: 1.3.1-aw; 1.3.10-aw; 1.3.16-aw; 5.1.1-aw; 5.1.5-op; 5.1.6-op

13. Check that the manual of the Certificate Holder who is conducting Supplemental operations includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility of showing that equipment (including spare parts, supplies, and materials) is available for the proper maintenance of airplanes.

Sources: 121.135(a)(1); 121.123

Interfaces: 1.3.1-aw; 1.3.10-aw; 1.3.16-aw; 5.1.1-aw; 5.1.5-op; 5.1.6-op

14. Check that the manual of the Certificate Holder who is conducting Supplemental operations includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility of showing that equipment (including spare parts, supplies, and materials) is available for the proper maintenance of auxiliary equipment.

Sources: 121.135(a)(1); 121.123

Interfaces: 1.3.1-aw; 1.3.10-aw; 1.3.16-aw; 5.1.1-aw; 5.1.5-op; 5.1.6-op

15. Check that the Certificate Holder who is conducting Supplemental operations, manual includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility of showing that equipment (including spare parts, supplies, and materials) is available for the proper preventive maintenance of

<p>airplanes. <i>Sources:</i> 121.135(a)(1); 121.123 <i>Interfaces:</i> 1.3.1–aw; 1.3.10–aw; 1.3.16–aw; 5.1.1–aw; 5.1.5–op; 5.1.6–op</p> <p>16. Check that the manual of the Certificate Holder who is conducting Supplemental operations includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility of showing that equipment (including spare parts, supplies, and materials) is available for the proper preventive maintenance of auxiliary equipment. <i>Sources:</i> 121.135(a)(1); 121.123 <i>Interfaces:</i> 1.3.1–aw; 1.3.10–aw; 1.3.16–aw; 5.1.1–aw; 5.1.5–op; 5.1.6–op</p>	
<p>1.10 Does the Certificate Holder's Maintenance Facility / Main Maintenance Base process comply with the guidance contained in FAA Order 8300.10?</p> <p><i>Related Design JTIs:</i></p> <ol style="list-style-type: none"> 1. Check that the Certificate Holder's manual system contains information pertaining to the use of the manufacture's maintenance manual recommendations to determine what special equipment should be used at the maintenance facility. <i>Sources:</i> Order 8300.10 {Change 14}, Volume 3, Chapter 131, Section (1)(7)(c) <i>Interfaces:</i> 1.3.1–aw; 1.3.2–aw; 1.3.4–aw; 1.3.7–aw; 1.3.10–aw; 1.3.16–aw; 3.1.4–op; 5.1.1–aw; 5.1.5–op; 5.1.6–op; 7.1.6–aw 2. Check that the Certificate Holder's manual system contains information pertaining to the use of the manufacture's maintenance manual recommendations to determine what special housing is necessary to perform the work at the maintenance facility. <i>Sources:</i> Order 8300.10 {Change 14}, Volume 3, Chapter 131, Section (1)(7)(c) <i>Interfaces:</i> 1.3.1–aw; 1.3.2–aw; 1.3.4–aw; 1.3.7–aw; 1.3.10–aw; 1.3.16–aw; 3.1.4–op; 5.1.1–aw; 5.1.5–op; 5.1.6–op; 7.1.6–aw 3. Check that the Certificate Holder's manual system contains information pertaining to the use of the manufacture's maintenance manual recommendations to determine what special environmental conditions are necessary to perform the work at the maintenance facility. <i>Sources:</i> Order 8300.10 {Change 14}, Volume 3, Chapter 131, Section (1)(7)(c) <i>Interfaces:</i> 1.3.1–aw; 1.3.2–aw; 1.3.4–aw; 1.3.7–aw; 1.3.10–aw; 1.3.16–aw; 3.1.4–op; 5.1.1–aw; 5.1.5–op; 5.1.6–op; 7.1.6–aw 4. Check the Certificate Holder's manual system has contains information how it ensures the hangar facility's staffing reflects the complexity of the work being performed. <i>Sources:</i> Order 8300.10 {Change 14}, Volume 3, Chapter 131, Section 2, Paragraph (5)(E)(6)(b) <i>Interfaces:</i> 1.3.1–aw; 1.3.2–aw; 1.3.4–aw; 1.3.7–aw; 1.3.10–aw; 1.3.16–aw; 3.1.4–op; 5.1.1–aw; 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No, Explain</p>

- 5.1.5–op; 5.1.6–op; 7.1.6–aw
5. Check that the Certificate Holder's manual system contains information of how the Certificate Holder ensures the hangar facility's lighting is adequate.
Sources: Order 8300.10 {Change 14}, Volume 3, Chapter 131, Section 2, Paragraph (5)(E)(6)(h) *Interfaces:* 1.3.1–aw; 1.3.2–aw; 1.3.4–aw; 1.3.7–aw; 1.3.10–aw; 1.3.16–aw; 3.1.4–op; 5.1.1–aw; 5.1.5–op; 5.1.6–op; 7.1.6–aw
 6. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder shall ensure the hangar facility's ventilation is adequate.
Sources: Order 8300.10 {Change 14}, Volume 3, Chapter 131, Section 2, Paragraph (5)(E)(6)(h) *Interfaces:* 1.3.1–aw; 1.3.2–aw; 1.3.4–aw; 1.3.7–aw; 1.3.10–aw; 1.3.16–aw; 3.1.4–op; 5.1.1–aw; 5.1.5–op; 5.1.6–op; 7.1.6–aw
 7. Check that the Certificate Holder's manual system contains information of how the Certificate Holder ensures the hangar facility's general housekeeping is adequate.
Sources: Order 8300.10 {Change 14}, Volume 3, Chapter 131, Section 2, Paragraph (5)(E)(6)(h) *Interfaces:* 1.3.1–aw; 1.3.2–aw; 1.3.4–aw; 1.3.7–aw; 1.3.10–aw; 1.3.16–aw; 3.1.4–op; 5.1.1–aw; 5.1.5–op; 5.1.6–op; 7.1.6–aw
 8. Check that the Certificate Holder's manual system contains information how the Certificate Holder ensures the support shop's (avionics, sheet metal, engine etc.) staffing reflects the complexity of the work being performed.
Sources: Order 8300.10 {Change 14}, Volume 3, Chapter 131, Section 2, Paragraph (5)(E)(5)(b) *Interfaces:* 1.3.1–aw; 1.3.2–aw; 1.3.4–aw; 1.3.7–aw; 1.3.10–aw; 1.3.16–aw; 3.1.4–op; 5.1.1–aw; 5.1.5–op; 5.1.6–op; 7.1.6–aw
 9. Check that the Certificate Holder's manual system contains how the Certificate Holder ensures the support shop's (avionics, sheet metal, engine etc.) lighting is adequate.
Sources: Order 8300.10 {Change 14}, Volume 3, Chapter 131, Section 2, Paragraph (5)(E)(5)(j) *Interfaces:* 1.3.1–aw; 1.3.2–aw; 1.3.4–aw; 1.3.7–aw; 1.3.10–aw; 1.3.16–aw; 3.1.4–op; 5.1.1–aw; 5.1.5–op; 5.1.6–op; 7.1.6–aw
 10. Check that the Certificate Holder's manual system contains information of how the Certificate Holder ensures the support shop's (avionics, sheet metal, engine etc.) ventilation is adequate.
Sources: Order 8300.10 {Change 14}, Volume 3, Chapter 131, Section 2, Paragraph (5)(E)(5)(j) *Interfaces:* 1.3.1–aw; 1.3.2–aw; 1.3.4–aw; 1.3.7–aw; 1.3.10–aw; 1.3.16–aw; 3.1.4–op; 5.1.1–aw; 5.1.5–op; 5.1.6–op; 7.1.6–aw
 11. Check that the Certificate Holder's manual system contains information of how the Certificate Holder ensures the support shop's (avionics, sheet metal, engine etc.) general housekeeping is adequate.
Sources: Order 8300.10 {Change 14}, Volume 3, Chapter 131, Section 2, Paragraph (5)(E)(5)(j) *Interfaces:* 1.3.1–aw; 1.3.2–aw;

<p>1.3.4-aw; 1.3.7-aw; 1.3.10-aw; 1.3.16-aw; 3.1.4-op; 5.1.1-aw; 5.1.5-op; 5.1.6-op; 7.1.6-aw</p> <p>12. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder shall ensure that the hangar ground support equipment is serviceable. <i>Sources:</i> Order 8300.10 {Change 14}, Volume 3, Chapter 131, Section 2, Paragraph (5)(E)(7) <i>Interfaces:</i> 1.3.1-aw; 1.3.2-aw; 1.3.4-aw; 1.3.7-aw; 1.3.10-aw; 1.3.16-aw; 3.1.4-op; 5.1.1-aw; 5.1.5-op; 5.1.6-op; 7.1.6-aw</p> <p>13. Check that the Certificate Holder's manual system contains information of how the Certificate Holder ensures that the hangar ground support equipment is appropriate for the work being performed. <i>Sources:</i> Order 8300.10 {Change 14}, Volume 3, Chapter 131, Section 2, Paragraph (5)(E)(7) <i>Interfaces:</i> 1.3.1-aw; 1.3.2-aw; 1.3.4-aw; 1.3.7-aw; 1.3.10-aw; 1.3.16-aw; 3.1.4-op; 5.1.1-aw; 5.1.5-op; 5.1.6-op; 7.1.6-aw</p> <p>14. Check that the Certificate Holder's manual contains information that describes how the Certificate Holder ensures the hangar facilities are adequate for the work being performed. <i>Sources:</i> Order 8300.10 {Change 14}, Volume 3, Chapter 131, Section 2, Paragraph (5)(E)(6)(a) <i>Interfaces:</i> 1.3.1-aw; 1.3.2-aw; 1.3.4-aw; 1.3.7-aw; 1.3.10-aw; 1.3.16-aw; 3.1.4-op; 5.1.1-aw; 5.1.5-op; 5.1.6-op; 7.1.6-aw</p>	
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SAI SECTION 1 – PROCEDURES ATTRIBUTE –Drop Down Menu	
1. No procedures, policy, instructions or information specified.	
2. Procedures or instructions and information do not identify (who, what, when, where, how).	
3. Procedures, policy or instructions and information do not comply with CFR.	
4. Procedures, policy or instructions and information do not comply with FAA policy and guidance.	
5. Procedures, policy or instructions and information do not comply with other documentation (e.g., manufacturer's data, Jeppesen's Charts, etc.).	
6. Procedures, policy or instructions and information unclear or incomplete.	
7. Documentation quality (e.g., unreadable or illegible).	
8. Procedures, policy or instructions and information inconsistent across Certificate Holder manuals (FOM – Flight Operations Manual to GMM – General Maintenance Manual, etc.).	
9. Procedures, policy or instructions and information inconsistent across media (e.g., paper, microfiche, electronic).	
10. Resource requirements incomplete (personnel, facilities, equipment, technical data).	
11. Other.	

SAI SECTION 2 – CONTROLS ATTRIBUTE

Objective: Controls are checks and restraints designed into a process to ensure a desired result. The questions in this section of the DCT are designed to assist the inspector in determining if checks and restraints are designed into the process to ensure the desired result is achieved. Controls should be written into the manual system to ensure that the most important manual policies, procedures, or instructions and information will be followed.

Controls may be in the form of administrative controls, which are secondary or supplemental written procedures. Like written procedures, administrative controls also need to provide answers to questions regarding who, what, when, where and how. Controls may also be in the form of engineered controls, such as automated features or mechanical actions or devices (i.e., safety devices, warning devices, etc.).

Tasks

To meet this objective, the inspector must accomplish the following tasks:

- 1 Review the control questions below.
- 2 Review the Certificate Holder's policies, procedures, instructions and information to gain an understanding of the controls that it has documented.

Questions

To meet this objective, the inspector must answer the following questions:

2. Are the following controls built into the Maintenance Facility / Main Maintenance Base process:

2.1 Is there a control in place to ensure that competent personnel and adequate facilities and equipment are provided for the proper performance of maintenance, preventive maintenance, and alterations?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.2 Is there a control in place to ensure that the Certificate Holder is able to show that competent personnel and adequate facilities and equipment are available at such points along its route as are necessary for proper maintenance and preventive maintenance of airplanes and auxiliary equipment used in domestic or flag operations?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.3 Is there a control in place to ensure that the Certificate Holder is able to show that competent personnel and adequate facilities and equipment are available for proper maintenance and preventive maintenance of aircraft and auxiliary equipment used in supplemental operations?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.4 Does the Certificate Holder have a documented method for assessing the impact of any changes made to the controls in the Maintenance Facility / Main Maintenance Base process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

SAI SECTION 2 – CONTROLS ATTRIBUTE –Drop Down Menu	
1. No controls specified.	
2. Documentation for the controls do not identify (who, what, when, where, how).	
3. Controls incomplete.	
4. Controls could be circumvented.	
5. Controls could be unenforceable.	
6. Resource requirements incomplete (personnel, facilities, equipment, technical data).	
7. Other.	

SAI SECTION 3 – PROCESS MEASUREMENT ATTRIBUTE

Objective: Process measurements are used by the certificate holder to measure and assess its processes, to identify and correct problems or potential problems, and to make improvements to the processes. The questions in this section of the DCT are designed to assist the inspector in determining if the certificate holder measures or assesses information to identify, analyze, and document potential problems with the process. Process measurements are a certificate holder's internal evaluation or auditing of the most important policies, procedures, or instructions and information associated with an element.

To prevent the duplication of work, process measurements are most commonly addressed through a combination of auditing features contained in both the certificate holder's safety program/internal evaluation program (for operations and cabin safety–related issues) and the auditing function of the Continuous Analysis and Surveillance System (for airworthiness or maintenance/inspection–related issues). The director of safety and the quality assurance department often work together to accomplish this function for the certificate holder. This approach requires amendment of the safety program/internal evaluation program audit forms or checklists and the Continuous Analysis and Surveillance System audit forms or checklists to include the specific process measurements for each element.

Tasks

To meet this objective, the inspector must accomplish the following tasks:

- 1 Review the process measurement questions below.
- 2 Review the Certificate Holder's policies, procedures, instructions and information to gain an understanding of the process measurements that it has documented.

Questions

To meet this objective, the inspector must answer the following questions:

3. Does the Certificate Holder's Maintenance Facility / Main Maintenance Base process include the following process measurements:

3.1 Process measurements that would reveal when competent personnel and adequate facilities and equipment were not provided for the proper performance of maintenance, preventive maintenance, and alterations?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.2 Process measurements that would reveal if the Certificate Holder was unable able to show that competent personnel and adequate facilities and equipment were available at such points along its route as are necessary for proper maintenance and preventive maintenance of airplanes and auxiliary equipment used in domestic or flag operations?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
3.3 Process measurements that would reveal if the Certificate Holder was unable to show that competent personnel and adequate facilities and equipment were available for proper maintenance and preventive maintenance of aircraft and auxiliary equipment used in supplemental operations?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
3.4 Does the Certificate Holder document its process measurement methods and results?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.5 Does the organization that conducts the process measurements have direct access to the person with responsibility for the Maintenance Facility / Main Maintenance Base process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

SAI SECTION 3 – PROCESS MEASUREMENT ATTRIBUTE –Drop Down Menu	
1. No process measurements specified.	
2. Documentation for the process measurements does not identify (who, what, when, where, how).	
3. Inability to identify negative findings.	
4. No provisions for implementing corrective actions.	
5. Ineffective follow-up to determine effectiveness of corrective actions.	
6. Resources requirements (personnel, facilities, equipment, technical data).	
7. Other.	

SAI SECTION 4 – INTERFACES ATTRIBUTE

Objective: Interfaces are used by the certificate holder to identify and manage the interactions between processes. The questions in this section of the DCT are designed to assist the inspector in determining whether or not interactions between the policies, procedures, or instructions and information associated with other independent processes within the certificate holder's organization are documented. Written policies, procedures, or instructions and information that are interrelated and located in different manuals within the certificate holder's manual system must be consistent and complement each other. For the interfaces to be effectively managed, it is not only important to identify what the interfaces are, but it is imperative to document the specific location of the interfaces within the certificate holder's manual system.

Tasks

To meet this objective, the inspector must accomplish the following tasks:

- 1 Review the interfaces associated with the Maintenance Facility / Main Maintenance Base that have been identified along with the individual questions in the Procedures Section (1) of this data collection tool.
- 2 Review the Certificate Holder's policies, procedures, instructions and information to gain an understanding of the interfaces that it has documented.

Questions

To meet this objective, the inspector must answer the following questions:

NOTE: ALL EXPLANATIONS IN THE DROP DOWN MENU FOR "NO" ANSWERS MUST INCLUDE THE INDIVIDUAL QUESTION NUMBER FROM THE PROCEDURES SECTION (1) OF THIS DATA COLLECTION TOOL AND THE ELEMENT NUMBER(S) OF THE INTERFACE(S) THAT WERE NOT ADDRESSED.

4. Does the Certificate Holder's manual:

4.1 Properly address the interfaces that are identified along with the individual questions in the Procedures Section (1)?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
4.2 Document a method for assessing the impact of any changes to the associated interfaces within the Maintenance Facility / Main Maintenance Base process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
4.3 List additional interfaces identified during the accomplishment of this SAI.	Free form text: <input type="text"/>

SAI SECTION 4 – INTERFACES ATTRIBUTE –Drop Down Menu
1. No interfaces specified.
2. The following interfaces not identified within the Certificate Holder's manual system:
3. Interfaces listed are inaccurate.
4. Specific location of interfaces not identified within the manual system.
5. Other

SAI SECTION 5 – MANAGEMENT RESPONSIBILITY & AUTHORITY ATTRIBUTE

Objective: The questions in this section of the DCT address the responsibility and authority of the process. They are designed to assist the inspector in determining if there is a clearly identifiable, qualified, and knowledgeable person who is responsible for the process, is answerable for the quality of the process, and has the authority to establish and modify the process. (The person with the authority may or may not be the person with the responsibility.)

Tasks

To meet this objective, the inspector must accomplish the following tasks:

- 1 Identify the person who has overall responsibility for the Maintenance Facility / Main Maintenance Base process.
- 2 Identify the person who has overall authority for the Maintenance Facility / Main Maintenance Base process.
- 3 Review the duties and responsibilities of the person(s), documented in the Certificate Holder's manual.
- 4 Review the appropriate organizational chart.

Questions

To meet this objective, the inspector must answer the following questions:

5. Are the following aspects of the Management Responsibility and Authority Attributes addressed in the Maintenance Facility / Main Maintenance Base process:
 - 5.1 Does the Certificate Holder's manual clearly identify who is responsible for the quality of the Maintenance Facility / Main Maintenance Base process?

☐ Yes
☐ No, Explain Name/Title:
 - 5.2 Does the Certificate Holder's manual clearly identify who has authority to establish and modify the policies, procedures, instructions and information for the Maintenance Facility / Main Maintenance Base process?

☐ Yes
☐ No, Explain Name/Title:
 - 5.3 Does the Certificate Holder's manual include the duties and responsibilities of those who manage the work required by the Maintenance Facility / Main Maintenance Base process?
SRRs: 121.135(b)(2)

☐ Yes
☐ No, Explain
 - 5.4 Does the Certificate Holder's manual include instructions and information for those who manage the work required by the Maintenance Facility / Main Maintenance Base process?
SRRs: 121.135(a)(1)

☐ Yes
☐ No, Explain
 - 5.5 Does the Certificate Holder's manual clearly and completely document the authority for this position?

☐ Yes
☐ No, Explain
 - 5.6 Does the Certificate Holder's manual clearly and completely document their qualification standards for the person having responsibility for the Maintenance Facility / Main Maintenance Base process?

☐ Yes
☐ No, Explain
 - 5.7 Does the Certificate Holder's manual clearly and completely document their qualification standards for the person having authority to establish and modify the Certificate Holder's policies, procedures, instructions and information for the Maintenance Facility / Main Maintenance Base process?

☐ Yes
☐ No, Explain

5.8 Does the Certificate Holder's manual clearly and completely document the procedures for delegation of authority for the Maintenance Facility / Main Maintenance Base process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
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SAI SECTION 5 – MANAGEMENT RESPONSIBILITY & AUTHORITY ATTRIBUTE –Drop Down Menu
1. Not documented.
2. Documentation unclear.
3. Documentation incomplete.
4. Other.